



## **Assistant Town Administrator**

### Summary of Position Responsibilities:

The Assistant Town Administrator performs complex professional, administrative, and management work in assisting the Town Administrator in daily administration of ongoing Town activities and advising the Board of Selectmen in discharging the duties of their office. The Assistant works closely with the Town Administrator to ensure the effective and efficient delivery of Town services. The Assistant Town Administrator serves as the Town Administrator in his/her absence. The position has access to considerable confidential and sensitive information, requiring the application of a sophisticated level of judgment. Errors could result in significant confusion and delay, continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, improper disclosure of confidential information, legal and financial repercussions, and/or adverse public relations.

### Description of Supervision/Supervisory Responsibilities:

The Assistant Town Administrator works under the general supervision and direction of the Town Administrator. The employee is required to exercise considerable and significant independent judgment and initiative, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. Subject to the general supervision and direction of the Town Administrator, the Assistant Town Administrator supervises the appointed employees engaged in or supporting the human resources, information technology, and licensing functions of the Town. The Assistant Town Administrator may be assigned responsibility for additional or different departments or operations depending on the Assistant Town Administrator's qualifications and the evolving needs of the Town.

### Essential Functions of Job:

- Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; coordinates projects for the Town Administrator
- Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures and collective bargaining agreements
- Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in his/her absence; serves as acting Town Administrator when so designated by the Town Administrator or Board of Selectmen
- Acts as primary Human Resources Manager to coordinate training and development of employees. Researches and investigates personnel issues and grievances; Actively

assists in collective bargaining negotiations when directed; Advises department heads on the methods to be used when administering personnel procedures, including but not limited to: recruiting, hiring, evaluating, disciplining, and terminating; Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law; Recommends, administers, and monitors personnel policies and practices to ensure contractual and statutory compliance.

- Acts as primary liaison with and supervisor of the Information Technology and licensing functions and personnel of the Town; Recommends policies and practices to optimize these functions; Identifies the need for capital or other improvements in these offices and assists in the development of budgets for these functions.
- Assists the Town Administrator as directed on a variety of administrative issues; completes special projects as assigned
- Develops and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures and keeps senior management informed on relevant issues
- Assists Town Administrator in preparation for Town Meetings, including preparation of town meeting warrants and specific warrant articles, and coordination of articles with the Finance Committee and all appropriate departments
- Maintains regular contact with Town employees, Department Heads, Town Boards and Commissions, other municipal and governmental bodies, labor representatives, the press, Town residents and the general public
- Identifies and recommends the need for new or amended Town By-laws, policies and procedures; implements and administers all of the aforementioned
- As directed by the Town Administrator, mediates employee disputes; works to improve communication within Departments; provides advice and counsel to Department Heads on a wide variety of topics
- Maintains and disposes of departmental records in accordance with Massachusetts Public Records Laws
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs other duties as assigned by the Town Administrator
- Performs similar or related work as required or assigned

#### Minimum Competencies:

- Knowledge of the Massachusetts General Laws as they apply to municipal operations
- Comprehensive knowledge of the functions of municipal government
- Thorough knowledge of Open Meeting Law, Public Records Law, State Ethics Law, and Procurement laws required at or soon after commencement of employment
- Working knowledge of: the interaction between local, state, and federal government; business administration practices and general office procedures; information systems; and municipal budget and capital planning
- Working knowledge of federal and state laws governing labor and employment in the public sector
- Working knowledge of information systems and social media

- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with: Town officials, boards, committees and commissions, employees and staff; federal, state, county, and regional governmental representatives; officials and staff from other municipalities; community leaders, and local civic and social organizations; and the public; contacts require a high level of persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of other parties
- Ability to analyze a variety of personnel and management problems and make reasoned recommendations for their resolution
- Proven leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary, and deal effectively with frequent interruptions
- Good organizational skills, detail oriented, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage municipal budget
- Proficiency in word processing and spreadsheet software (such as MS Word and Excel)
- Honesty, reliability, discretion, and good judgment essential

#### Education and Experience/Other Requirements:

- Bachelor's Degree in Public Administration or related field
- At least 3 years of experience as a municipal administrator; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
- Experience in collective bargaining, human resource management, information technology, and conflict management and resolution is preferred
- Valid Massachusetts Driver's License, and satisfactory driving record, required

#### Physical Requirements/Work Location:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Town Hall

This is an office-based job in a dynamic municipal office, and work is generally performed under typical office conditions. The Assistant Town Administrator may frequently be required to work outside of normal business hours, and may be contacted at home to respond to important situations and emergencies. The Assistant Town Administrator may be required to attend Board of Selectmen evening meetings, all Town Meetings, and other evening and weekend meetings and events, as necessary.

While performing the duties of the Assistant Town Administrator, the employee is required to: interact and communicate frequently with: the public; all Town boards, committees, commissions and officials; Town staff and employees; state, federal, county, district, and

regional government officials, employees and staff; civic and community organizations; and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

FLSA status

This position is exempt under the Fair Labor Standards Act.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

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